

## PROCEDURES FOR OBTAINING AND SUBMITTING FINGERPRINTS REQUIRED FOR APPLYING FOR A SURETY BAIL BONDSMAN LICENSE

**NOTE:** You should allow 3-4 weeks to complete the fingerprinting and criminal record search process, so please allow enough time to get this done prior to submitting your license application.

**Your application for the license will not be reviewed until we have received the results from the Virginia State Police and the Federal Bureau of Investigation.**

1. E-mail the Bureau at [SBB@scc.state.va.us](mailto:SBB@scc.state.va.us) to request the Surety Bail Bondsman information packet or obtain the packet from any Experior Assessments, LLC, testing center located in Virginia. Included in the packet, you will find a fingerprint card and a pre-addressed envelope in which to mail the card to the Virginia State Police.
2. You must use the fingerprint card provided by the Bureau. The card is specially coded with routing information for the State Police and the FBI. If you use any other fingerprint card, the results will not be sent to the Bureau, and you will have to start the process over again.
3. Do NOT complete the information on the card until you are instructed to do so by the agency taking your fingerprints. You may go to any law enforcement agency to have the fingerprints taken, and the fee for having this done will vary depending on where you go. You will have to provide two forms of identification at the time you are fingerprinted, one of which must include a photo I.D.
4. Whether you are a resident or a nonresident applicant, once you have been fingerprinted, you must submit the card to the Virginia State Police, using the pre-addressed envelope provided in your information packet. You must also enclose a certified check or money order in the amount of \$37.00 payable to: **Virginia State Police**. Please note that the Virginia State Police does not accept personal checks. Upon receipt of the fingerprint card and the fee, the Virginia State Police will use the card to perform the state criminal background check and then submit the card to the FBI to obtain the national criminal background check.
5. The results of both background checks will be mailed directly to the Bureau of Insurance, where it will be held in a pending file until all application materials have been received.